

Notice of Meeting

CHARTER REVIEW COMMISSION

Wednesday, March 20, 2024

*at or about 6:00 p.m. in the Council Chambers –
City Hall – 6131 Taylorsville Road*

**The Huber Heights
Charter Review Commission
has scheduled a
Regular Public Meeting**

Distributed – March 13, 2024



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**CITY OF HUBER HEIGHTS
STATE OF OHIO**

Charter Review Commission

**March 20, 2024
6:00 P.M.**

City Hall – Council Chambers - 6131 Taylorsville Road – Huber Heights, Ohio

1. **Call Meeting To Order/Roll Call**
2. **Approval Of Minutes**
3. **Topics Of Discussion**
 - A. Introductions
 - B. Election Of Charter Review Commission Chair/Vice Chair
 - C. Charter Review Commission Meeting Schedule
 - D. Charter Review Commission Review Process Discussion
 - E. Charter Review Commission Needs/Staff Support/Other Issues
4. **Actions Items**
5. **Future Agenda Items**
6. **Adjournment**

**CITY OF HUBER HEIGHTS
STATE OF OHIO**

Charter Review Commission Meeting Minutes

Name of Body: Charter Review Commission

Date: March 20, 2024

Time: 6:00 P.M.

Place: City Hall – Council Chambers – 6131 Taylorsville Road –
Huber Heights, Ohio

Members Present:

Matthew Shomper, Chair
Angela Summers, Vice Chair
Nancy Byrge
Mark Campbell
Thomas Dillingham
Jennifer Sirucek
Don Webb

Guests Present:

City Staff Present: Anthony Rodgers

Guests Present: Mayor Jeff Gore

Topics Of Discussion:

- Introductions
- Election Of Charter Review Commission Chair/Vice Chair
- Charter Review Commission Meeting Schedule
- Charter Review Commission Review Process Discussion

- Charter Review Commission Needs/Staff Support/Other Issues

1. **Call Meeting To Order/Roll Call**

Anthony Rodgers convened the Charter Review Commission meeting at 6:01 P.M.

Mr. Rodgers took Roll Call of the Charter Review Commission. He said Richard Dzik and John Russell were not able to be present at the meeting.

2. **Approval Of Minutes**

There were no minutes for approval at this meeting.

This Charter Review Commission meeting was recorded by the City and the recording of this meeting will be posted to the City's website and will also be maintained by the City consistent with the City's records retention schedule.

3. **Topics Of Discussion:**

Introductions

Mr. Rodgers requested that each member of the Charter Review Commission provide a brief introduction of themselves, including each person's connections to the Huber Heights community and what each member hoped to accomplish through the work of the Charter Review Commission. All of the members of the Charter Review Commission provided a brief introduction of themselves.

Mr. Rodgers recognized Mayor Jeff Gore as present in the audience as a guest. He said Mayor Gore is an ex-officio member of any City of Huber Heights board or commission. He said Mayor Gore can participate in the process as a non-voting member of the Charter Review Commission.

Mayor Gore thanked the Charter Review Commission for stepping up, serving, and putting themselves out there in the public eye.

Anthony Rodgers administered the Oath Of Office to the seven members of the Charter Review Commission who were present.

Election Of Charter Review Commission Chair/Vice Chair

Mr. Rodgers said it would be necessary to elect a Chair and a Vice Chair to preside over the meetings of the Charter Review Commission. He described the duties of the Chair and the Vice Chair for the members of the commission.

Mrs. Byrge made a motion to elect Matthew Shomper as the Chair of the Charter Review Commission; Mrs. Summers seconded the motion.

Matthew Shomper indicated his willingness to serve as the Chair of the Charter Review Commission.

On a call of the vote, Mr. Dillingham, Mr. Campbell, Mrs. Byrge, Mr. Webb, Mr. Shomper, Mrs. Sirucek, and Mrs. Summers voted yea; none voted nay. The motion passes 7-0.

Mrs. Summers made a motion to nominate herself for election as the Vice Chair of the Charter Review Commission; Mrs. Byrge seconded the motion.

On a call of the vote, Mr. Campbell, Mrs. Byrge, Mr. Webb, Mr. Shomper, Mrs. Sirucek, Mrs. Summers, and Mr. Dillingham voted yea; none voted nay. The motion passes 7-0.

Charter Review Commission Meeting Schedule

Mr. Rodgers said it would be necessary to establish an ongoing meeting schedule for the Charter Review Commission. He said that based on the availability of the Council Chambers, the proposed draft schedule he distributed indicates the best dates for meetings of the Charter Review Commission to avoid conflicts with other scheduled meetings in the Council Chambers. He said recognizing that there will not always be all nine members of the commission at every meeting, the Charter Review Commission needs to look at meeting dates where a majority of the members of the commission can be present for the meetings.

After discussion, the Charter Review Commission unanimously agreed to an initial meeting schedule of the Charter Review Commission on various upcoming dates at 6:00 P.M. (see attached). The Charter Review

Commission agreed that the meeting schedule could be evaluated and/or additional meeting dates could be added at a later time.

Mr. Campbell moved to adopt the agreed upon meeting schedule for the Charter Review Commission; Mrs. Sirucek seconded the motion. On a call of the vote, Mrs. Byrge, Mr. Webb, Mr. Shomper, Mrs. Sirucek, Mrs. Summers, Mr. Dillingham, and Mr. Campbell voted yea; none voted nay. The motion passes 7-0.

Charter Review Commission Review Process Discussion

Mr. Rodgers gave a brief overview of the Charter Review Commission's composition, its mandate from City Council, and the process for amending the Huber Heights City Charter. He said the City Charter is the founding document of the City since 1981 and it acts as the City's constitution. He said the City Charter has been reviewed several times since then, and it must be reviewed at a minimum of every 10 years. He said the last Charter Review Commission process was in 2016 and 2017, and it was the first process that resulted in amendments to the City Charter. He said changes or recommendations may be brought by City Staff, members of the commission, and/or members of the public. Mr. Rodgers said that any recommendations for proposed changes to the City Charter would have to be submitted for review and approval to the City Council. He said the City Council would then have to pass legislation to place any City Charter amendments before the voters for approval and this legislation would have to be certified to the County Boards Of Election at least ninety days prior to the election date in order to be on the ballot. Mr. Rodgers said that any City Charter amendments approved by a majority of voters would result in the City Charter being amended accordingly; and any City Charter amendments rejected by a majority of voters would result in the City Charter remaining unchanged for those sections. He said the City is going to ask the Charter Review Commission to be involved once the ballot initiative is approved to help provide voter education for any City Charter amendments that are approved for the ballot. He said the average person does not often know what the City Charter amendments mean or what the impact of the changes would be for the City. He described the process for providing information to the public. He said the Charter Review Commission members' terms were appointed through the end of 2024 so there is no rush. He said each member of the commission has been given a paper

copy of the City Charter and he said there is also a link to an online searchable version of the City Charter on the City's website. He said there are fourteen sections in the City Charter, and those sections will be broken into portions to be reviewed for each meeting.

The Charter Review Commission agreed that the following articles of the City Charter would be reviewed at the April 1, 2024 Charter Review Commission meeting:

- Preamble
- Article I – Name, Succession, And Boundaries
- Article II – Form of Government
- Article III – Powers
- Article IV – The Council

Each member of the Charter Review Commission was asked to read and review Articles I through IV of the City Charter and bring any proposed changes or recommendations regarding these articles to the next meeting of the Charter Review Commission.

Charter Review Commission Needs/Staff Support/Other Issues

Mr. Rodgers indicated that he would act as the Staff Liaison to support the work of the Charter Review Commission. He said the City is in the process of switching law firms for the Law Director and the new firm is scheduled to be in place by April 1, 2024. He said the new law firm has indicated an interest in having a representative be part of the Charter Review Commission process. He said that the Charter Review Commission could also request the presence, support, and assistance of City Staff members in appropriate areas of discussion and research on various topics throughout the review process as needed. He reiterated that Mayor Gore is present in an ex-officio capacity and has the ability to provide input or insight into topics. He said the Charter Review Commission will also be hearing public input from members of the public in attendance at commission meetings.

4. **Action Items**

Mr. Rodgers said there are no action items for review at this meeting as it was the organizational first meeting of the Charter Review Commission.

He said at future meetings, the follow up tasks he mentioned earlier will be tracked on an Action Items Tracking Form.

The Charter Review Commission did not review the Action Items Tracking Form as it was the organizational first meeting of the commission.

Mr. Webb asked Mr. Rodgers to speak to the fact that it is alright for two members of the commission to have a conversation about what is discussed outside of a meeting.

Mr. Rodgers explained the Ohio Sunshine Laws for the commission members. He described the minimal requirement for public participation is that the public have the ability to view each meeting and its proceedings. He said it is okay for commission members to discuss items from the meetings, but what would be inappropriate would be for a majority of the commission members to gather in an unannounced and non-public meeting to discuss City business. He said the prohibition also applies to other media such as an email chain or a text chain communicating about the meeting.

Mr. Webb said there is a lot of confusion about the Ohio Sunshine Laws, and he thanked Mr. Rodgers for the clarification. Mr. Webb said the downloadable version of the City Charter allows someone to insert comments and questions and to highlight areas for discussion.

Mr. Rodgers also explained to the Charter Review Commission what is and what is not a public record.

5. **Future Agenda Items**

As stated previously, the Charter Review Commission agreed that the following articles of the City Charter would be reviewed at the April 1, 2024 Charter Review Commission meeting:

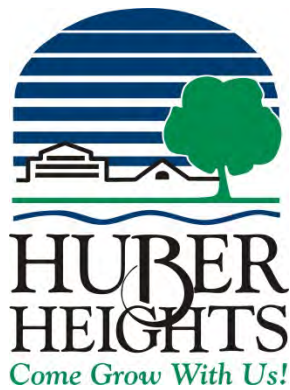
- Preamble
- Article I – Name, Succession, And Boundaries
- Article II – Form of Government
- Article III – Powers
- Article IV – The Council

Other Business

There was no other business conducted at the Charter Review Commission meeting.

6. **Adjournment**

Anthony Rodgers adjourned the Charter Review Commission meeting at 6:41 P.M.



2024 HUBER HEIGHTS CHARTER REVIEW COMMISSION MEETING SCHEDULE

Meeting Date	Meeting Time	Location	City Charter Articles For Discussion
March 20, 2024 Wednesday	6:00 PM	City Hall – Council Chambers	N/A
April 1, 2024 Monday	6:00 PM	City Hall – Council Chambers	Articles I, II, III, IV
April 23, 2024 Tuesday	6:00 PM	City Hall – Council Chambers	Articles V, VI
May 6, 2024 Monday	6:00 PM	City Hall – Council Chambers	Articles VII, VIII, IX
June 12, 2024 Wednesday	6:00 PM	City Hall – Council Chambers	Articles X, XI, XII
June 25, 2024 Tuesday	6:00 PM	City Hall – Council Chambers	Articles XIII, XIV
July 10, 2024 Wednesday	6:00 PM	City Hall – Council Chambers	N/A
July 23, 2024 Tuesday	6:00 PM	City Hall – Council Chambers	N/A

CHH – March 20, 2024